

POLICY NO 17: KEEPING A REGISTER OF FAMILY DAY CARE EDUCATORS

Key Policy Contact Person: Manager, Our Village Family Childcare

POLICY STATEMENT:

Our Village Family Childcare (OVFC) will ensure that information on Educators and household residents is always correct and up to date. This register will always be accessible for internal usability and when requested by the regulatory authority and the Department of Education. Educators are required to cooperate with all reasonable requests designed to keep this information accurate.

CRITICAL INFORMATION:

- If the education and care is provided in a residence:
- The full names and dates of birth of all persons aged 18 years and over who normally reside at the Family Childcare residence.
 - The full names and dates of birth of all children aged under 18 years who normally reside at the Family Childcare residence.
- A record of:
- The identifying number of working with children check, working with children card, working with vulnerable people check or criminal history record check or teacher registration of each person who is required to provide the check, care, and the date of expiry of that check, card, or registration, if applicable; and
 - The date that the check, card and record or registration was sighted by the approved provider or nominated supervisor of the service

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PURPOSE:

To ensure accurate and complete information is held on all active Educators as required under the Education and Care National Regulations (current version July 1, 2023).

SCOPE/RESPONSIBILITIES:

This document applies to the Educators and Coordination Unit Staff of OVFC.

STATEMENT OF DIVERSITY

Sunbury and Cobaw Community Health is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with a disability, Lesbian Gay Bisexual Transgender Intersex and Queer (LGBTIQA+) people and other socially vulnerable groups and supporting their communities across the lifespan from birth to older age.

DEFINITIONS:

Working with Children Check	Is a screening process for assessing or reassessing people who work with or care for children in Victoria. It involves a detailed look at the criminal history and relevant professional conduct findings of applicants to ensure children are protected from sexual or physical harm.
PRODA Number	Is an online identity verification and authentication system. It enables secure access to government online services
CRN (Customer Reference Number)	Contains nine (9) numbers and ends with a letter. A CRN is issued when a person’s identity is proven with Centrelink and assists Centrelink to identify individual’s Centrelink record. The CRN remains the same for all Centrelink payments and services. An active CRN is required to receive CCS payments through Centrelink.

PROCEDURES:

The Register of Educators must include the following information in relation to each Educator engaged by or registered with the service and will be documented by the Coordination Unit prior to commencement or as required. The Education and Care Services National Regulations outline the following requirements for the Educator Register:

- The full name, address, and date of birth.
- Contact Details:
 - Email address
 - Phone numbers
- The Address of the approved Family Day Care Residence
- The date the Educator was registered with the service.
- The Days and hours the Educator will usually be providing care.
- Evidence of enrolment and relevant qualifications

- Evidence that the Educator has completed all compulsory training including:
 - Current approved first aid training, including CPR.
 - Current approved anaphylaxis management training and
 - Current approved emergency asthma management training
- Evidence of any other training completed by the Educator.
- Details of the Educators WWCC
- Details of the Educators police check
- For each child educated and cared for by the Educator as part of the service:
 - The child's name and date of birth and
 - The days and hours that the Educator usually provides education and care to that child.
- If the education and care is provided in a residence:
 - The full names and dates of birth of all persons aged 18 years and over who normally reside at the Family Childcare residence.
 - The full names and dates of birth of all children aged under 18 years who normally reside at the Family Childcare residence.
- A record of:
 - The identifying number of working with children check, working with children card, working with vulnerable people check or criminal history record check or teacher registration of each person who is required to provide the check, care, and the date of expiry of that check, card, or registration, if applicable; and
 - The date that the check, card and record or registration was sighted by the approved provider or nominated supervisor of the service.
 - The Educator's PRODA Number (Provider Digital Access) and CRN (Customer Reference Number with Centrelink)
 - When applicable, the date that the Educator ceased to be engaged by or registered with the service, for the period of three (3) years following that date.

Our Village Family Childcare

The service will input and upload the relevant information as outlined above (as required under the National Education and Care Regulations) Into Harmony to store and maintain up to date security restricted electronic files consisting of:

- Educator's qualifications
- First aid, asthma, and anaphylaxis training
- Child protection, SIDS, and other required training certificates
- Home safety checks
- Police and WWCC checks for the Educator and all residents 18 years and over.

Educators

Educators are responsible for:

- Advising the service of any changes to their personal information
- Renewing any of the above-mentioned information e.g., police check, WWCC prior to the expiry date for both themselves and any family member residing in the home.
- Failure to do so will result in the Educator being suspended until such time that all requirements as outlined under the national regulations are met.

REFERENCES:

- [Education and Care Services National Regulations, \(current version July 1, 2023\) – Regulation 153, 168](#)
- [ACECQA Educator Register](#)
- [Victorian Police Check Information](#)
- [Working With Children Check Information](#)

RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS:

- Governance and Management of the FDC Service Including Confidentiality and Retention of Records – 8
- Engagement and Registration of Family Care Educators and Coordination Unit Staff – 13
- Fit and Proper assessment of Family Day Care Educators, Assistants and Adults Residing at Family Day Care Residences – 32
- Visitors to the FDC Residences and Care Venues– 47

VERSION CONTROL AND LEGISLATION:

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